



NEWAYGO COUNTY BOARD OF COMMISSIONERS
1087 NEWELL STREET, WHITE CLOUD, MI 49349

APRIL 14, 2010

Meeting called to order by Chairman Adam Wright at 9:33 A.M.

Prayer by Newaygo County Clerk, Laurel J. Breuker.

Pledge of Allegiance to the Flag led by Commissioner Stanley Nieboer.

PRESENT: Patrick Gardner; Barbara Geno; James Maike, Jr.; Stanley Nieboer; Simon Scholtens; Charles Trapp; Adam Wright

10-167

MOTION BY NIEBOER, SECONDED BY SCHOLTENS, TO APPROVE THE AGENDA OF APRIL 14, 2010. AYES-ALL. MOTION CARRIED.

10-168

MOTION BY MAIKE, SECONDED BY TRAPP, TO APPROVE THE BOARD OF COMMISSION REGULAR MEETING MINUTES OF MARCH 24, 2010. AYES-ALL. MOTION CARRIED.

10-169

MOTION BY GENO, SECONDED BY NIEBOER, TO APPROVE THE BOARD OF COMMISSION CLOSED SESSION MINUTES OF MARCH 24, 2010. AYES-ALL. MOTION CARRIED.

STATUTORY EQUALIZATION SESSION/MARK JOHNSON - Newaygo County Equalization Director, Mark Johnson, appeared for the Statutory Equalization Session and presented the 2010 Equalization Report for approval and adoption. The total County Equalized Value for 2010 is \$1,803,824,196, which is a decrease of almost \$240 million from last year. The taxable value amounts to just over 1.4 billion, representing a decrease of almost \$40 million from last year. Mr. Johnson indicates this is the first time ever that Newaygo County has actually had a decrease in taxable value since the inception of Proposal A. Based upon preliminary numbers, a similar decline is expected again for next year.

10-170

MOTION BY SCHOLTENS, SECONDED BY MAIKE, TO ADOPT THE 2010 NEWAYGO COUNTY EQUALIZATION REPORT AS SUBMITTED BY THE NEWAYGO COUNTY EQUALIZATION DEPARTMENT:

REAL PROPERTY	\$1,683,007,761
PERSONAL PROPERTY	120,816,435
TOTAL EQUALIZED VALUE	\$1,803,824,196

AYES-ALL. MOTION CARRIED.

COMMITTEE REPORT/PHYSICAL & ECONOMIC DEVELOPMENT/TRAPP - Provided a copy of a Professional Services Agreement from Fleis & VandenBrink Engineering, Inc., reflecting a charge of \$1.00 for their services in providing the appropriate Architectural Design Plan for the proposed building addition to the Animal Shelter so the proper permits could be obtained.

COMMITTEE REPORT/FINANCE/GARDNER

10-110-1

MOTION BY GARDNER, SECONDED BY TRAPP, TO APPROVE THE AMENDED SECTION 1-107 "LOCAL BUYING PREFERENCE" OF THE COUNTY OF NEWAYGO PURCHASING POLICY BY CLEANING UP LANGUAGE; BY ELIMINATING AMBIGUITY OF WHAT CONSTITUTES A LOCAL COMPANY; AND BY RAISING IN-COUNTY PERCENTAGES FOR PURCHASES OF \$100,000.00 - \$499,000.00 FROM 3% TO 5% AND FOR PURCHASES OF \$500,000.00 AND OVER FROM 2% TO 4%. AYES-6, NAY-GENO. MOTION CARRIED.

10-138-1

MOTION BY GARDNER, SECONDED BY GENO, TO APPROVE THE AUDIO VISUAL POLICY FOR THE BOARD OF COMMISSIONERS' ROOM. AYES-ALL. MOTION CARRIED.

10-154-1

MOTION BY GARDNER, SECONDED BY GENO, TO RENEW NEWAYGO COUNTY'S ANNUAL MEMBERSHIP DUES TO TIMBERLAND RESOURCE CONSERVATION AND DEVELOPMENT AREA COUNCIL, INC. IN THE AMOUNT OF \$350.00; MONEY TO COME FROM ACCOUNT NUMBER 101-101-957 (BOARD OF COMMISSIONERS - SUBSCRIPTION & DUES). AYES-ALL. MOTION CARRIED.

10-158

MOTION BY GARDNER, SECONDED BY TRAPP, TO APPROVE THE SEMI-MONTHLY DETAIL ANALYSIS DATED APRIL 7, 2010, CHECK #61020 THROUGH CHECK #61209, FOR A TOTAL AMOUNT OF \$196,421.59. AYES-ALL. MOTION CARRIED.

10-159

MOTION BY GARDNER, SECONDED BY SCHOLTENS, TO DECLARE A SURPLUS OF \$90,000.00 IN THE DELINQUENT TAX REVOLVING UNRESERVED FUND AND TRANSFER THE SURPLUS AMOUNT TO THE COUNTY'S GENERAL FUND AS THE COUNTY'S MATCH FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND DEVELOPMENT PROJECT AGREEMENT FOR THE SANDY BEACH COUNTY PARK IMPROVEMENT. AYES-6, NAY-GENO. MOTION CARRIED.

10-160

MOTION BY GARDNER, SECONDED BY TRAPP, TO APPROVE THE ASSESSOR SERVICES AGREEMENT BETWEEN THE CITY OF GRANT AND NEWAYGO COUNTY FOR THE TERM OF APRIL 1, 2010 THROUGH MARCH 31, 2012, AND AUTHORIZE THE COUNTY ADMINISTRATOR, BOARD CHAIRMAN, AND COUNTY CLERK TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

10-161

MOTION BY GARDNER, SECONDED BY GENO, TO APPROVE A CONTRACT WITH THE CORRADINO GROUP TO COMPLETE A TRANSPORTATION NEEDS STUDY FOR NEWAYGO COUNTY IN THE AMOUNT OF \$75,330.00, AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

10-162

MOTION BY GARDNER, SECONDED BY GENO, TO APPROVE THE BYRNE JUSTICE ASSISTANCE GRANT (BYRNE JAG) PROGRAM SUBCONTRACT, AND AUTHORIZE THE BOARD CHAIR TO SIGN ANY AND ALL NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

10-163

MOTION BY GARDNER, SECONDED BY NIEBOER, TO ACCEPT THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA) RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR EIGHT READY BUCKLE SYSTEMS FOR ROAD PATROL VEHICLES. AYES-ALL. MOTION CARRIED.

10-164

MOTION BY GARDNER, SECONDED BY SCHOLTENS, TO APPROVE THE SUBMISSION OF THE UNITED WAY GRANT APPLICATION IN THE AMOUNT OF \$10,000.00 FOR THE COMMISSION ON AGING'S HOME DELIVERED MEAL PROGRAM FOR FISCAL YEAR 2010, AND AUTHORIZE THE CHAIRMAN OF THE BOARD AND THE COA DIRECTOR TO SIGN ANY AND ALL OF THE NECESSARY DOCUMENTS. AYES-ALL. MOTION CARRIED.

10-165

MOTION BY GARDNER, SECONDED BY GENO, TO APPROVE RESOLUTION #04-010-10 URGING IMPLEMENTATION OF THE STATE SUBSTANCE ABUSE TREATMENT AND PREVENTION ALLOCATION FORMULA. AYES-ALL. MOTION CARRIED.

MISCELLANEOUS COMMITTEE REPORT/GARDNER - Reported on attendance at the Jail Expansion Construction Committee meeting.

MISCELLANEOUS COMMITTEE REPORT/SCHOLTENS - Reported on attendance at the District Health Department #10 Board meeting, the Michigan Works! West Central meeting, and the Parks Commission meeting, as well as the Agricultural Legislative Breakfast.

MISCELLANEOUS COMMITTEE REPORT/NIEBOER - Reported on attendance at the Mental Health Board meeting.

MISCELLANEOUS COMMITTEE REPORT/TRAPP - Provided an update on the Animal Shelter project.

MISCELLANEOUS COMMITTEE REPORT/GENO - Reported on attendance at the Agricultural Legislative Breakfast.

MISCELLANEOUS COMMITTEE REPORT/WRIGHT - Reported on attendance at the MAC (Michigan Association of Counties) Conference Workers' Compensation meeting, an NCEDO (Newaygo County Economic Development Office) Executive Committee meeting, and provided an update on the actions of the County Library Board.

ADMINISTRATOR'S REPORT/LAKE - The Administrator provided the Board with the following informational items:

- Building Needs Study is near completion and expected to go to the next meeting of the Physical & Economic Development Committee for finalization.
- Information is being sought from the local entities that have chosen to move away from the County Building Inspection Services and have contracted with outside agencies for those services.
- Provided an update on the Cash Flow Model and Financial Forecasting.

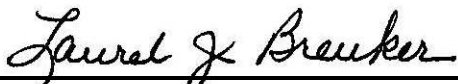
PUBLIC COMMENT: Newaygo County Treasurer, Holly Moon, reported that her office foreclosed on approximately 150 parcels on March 31, 2010, the majority of which are in Merrill Township. The Chief Deputy Treasurer, Sue Schondelmayer, and Accountant, Jason O'Connell, have completed tax settlements with local units; delinquency this year totals \$5.4 million. Ms. Moon also reported that Five Cap is an available resource for assistance to individuals undergoing property foreclosure issues.

MISCELLANEOUS/MAIKE - Reported on attendance at the MAC (Michigan Association of Counties) Conference.

MISCELLANEOUS/WRIGHT - Reported on discussions with the Superintendent of NCRESA (Newaygo County Regional Educational Service Agency) regarding the webcasting of the County Board meetings for educational purposes.

10-171

MOTION BY SCHOLTENS, SECONDED BY GENO, TO ADJOURN THE MEETING AT 10:44 A.M. AYES-ALL. MOTION CARRIED.


LAUREL J. BREUKER
NEWAYGO COUNTY CLERK

ADAM WRIGHT, CHAIRMAN
NEWAYGO COUNTY BOARD OF COMMISSIONERS

APRIL 22, 2010



Policy and Procedures

SUBJECT: Audio Visual Policy

The Board of Commissioners room has been updated with new Audio Visual Equipment. This equipment includes an upgrade of the current audio system; two wireless microphones (one handheld and one lapel); digital audio recording and archiving over the LAN; a new video camera that is wired into the audio system networked and linked to the County website; and provides the ability to transcribe from Audio/Video recording and feed live audio to four in-house offices. Since this equipment is very costly and highly technical, Newaygo County has decided to establish an Audio Visual Policy to address its use and care.

BACKGROUND:

In the past, usage of the previous equipment was available to the County Clerk, Administration, Elected Officials, and Department Heads; however going forward, the usage of the new equipment will be limited to the County Clerk and the County Administrator or their designees in carrying out the operations of the Board of Commissioners and their Sub-Committees, Emergency Services, and/or Training Sessions. Anyone utilizing the equipment will be responsible for undergoing training prior thereto.

POLICY:

1. Protection of Equipment- All equipment will be secured at all times and access only given to those authorized and trained on the equipment. Keys to all equipment will be given to the County Clerk and County Administrator.
2. The equipment is to be used for the following committees and uses:
 - a. Board of Commissioners and Sub-Committees
 - b. Emergency Services Joint Information Center
 - c. Training Sessions
3. Notes and recordings of official meetings should be taken whenever there is a need and should be removed after the minutes from that session have been approved.
4. Any or existing audio and video notes and recordings shall be destroyed by the County Clerk once the official minutes of the recorded session in question has been approved. (Board of Commissioners and their sub-committee meeting schedules can be found on the County Clerk's website.) The County Clerk will move all audio and video notes and recordings that are not used for the official minutes to a shared folder that can be accessed by Administration.

PROCEDURE:

1. Requests to create an audio/video recording other than regularly scheduled or special meetings of the Board of Commissioners or its sub-committees must be made in writing to Newaygo County Administrator. The request must be made using the Newaygo County Audio/Video Request Form (see below) and include:
 - A) the event name and date for which the request is being made,
 - B) a description of the group/individual/organization making the request,
 - C) the intended use of the recording,
 - D) a description of the actual recording facility/equipment that will be used,
 - E) a list of all participants in the event,
 - F) where appropriate, signed release forms (see below) of every participant in the event, and
 - G) agreement of the requestor to comply with all conditions of this policy. Any audio/visual recording activities should not interfere with the primary purpose of the event itself.
2. Approval for all audio or video (audio/visual) recordings are made at the discretion of Newaygo County Administrator. A nominal fee may be charged to any agency wishing to retain a CD or DVD of their event.
3. Depending upon the nature of the meeting or event, creation of an audio/visual recording may require that a release form (see Appendix below) be signed by every participant prior to recording (see Condition F, above).
4. The following statement should be posted near the entrance to the Board of Commissioners room:
“Events in this room may be recorded. Members of the public are advised that their attendance at recorded events grants all rights of permission to Newaygo County as outlined in the Newaygo County Audio/Visual Policy.”